

SCHEDULE NO. 12

LICENSES AND PERMITS

General Description: Records pertaining to the review, investigation, approval, issuance, renewal, denial, suspension or revocation of licenses and permits for activities regulated by the municipality.

*The minimum retention periods specified in this schedule apply to the information contained within the record, regardless of the physical format of the record (paper, microfilm, computer disk or tape, optical disk, etc.). **Duplicate Copies:** Provided that no retention period is specified for duplicate copies, retain those that are created for **administrative purposes** for 1 year, and retain those created for **convenience or reference purposes** until no longer needed or for 1 year, whichever is first. Duplicate copies should not be retained longer than the record copy.*

12.10 BONDS – LICENSES AND PERMITS

Bonds required to be filed with the municipality before a license or permit (such as house moving, tree trimming, street cutting, etc.) can be issued or renewed. <Amended 4/06>

Retention: 6 years + current after expiration

12.15 LICENSES ISSUED TO THE MUNICIPALITY <Added 2/08>

Licenses and supporting documentation for licenses issued to the municipality by other entities as evidence that the municipality is allowed to undertake some type of activity for which a license is required.

A. Project-Related

See 7.280.A, *Capital Projects*

B. Routine Licenses Not Related to Capital Projects

Retention: 1 year + current after expiration

12.20 LICENSING RECORDS

A. Alcohol Beverage Licenses

Application materials relating to issuance, renewal, transfer, suspension or revocation of licenses for establishments that sell alcohol beverages.

1. License Background Files

Records relating to applications for all types of beer and liquor licenses, including initial municipal and state application forms; change of corporate or trade name form; change of location permit; modification of premises; floor diagram; individual history forms; manager's registration and changes of manager forms; certificates of incorporation or good standing; record of payment of fees; record of posting of premises; neighborhood petitions; boundary maps; ownership records including lists of officers, stockholders and directors, partnership agreements, articles of organization, operating agreements, certificates of authority, and corporate changes; and other background materials.

Retention: 1 year + current after establishment ceases operation or after final denial, expiration, revocation, termination or transfer of the license, *except* that any background materials that will also apply to a transferred license should be retained from the original license file

2. Renewal Applications

Retention: 1 year + current after renewal or transfer of ownership

3. Show Cause Administrative/Hearing Records <Amended 1/03>

Documentation of hearings held by the licensing authority to show cause why a license should not be suspended or revoked including hearing notices, exhibits and hearing findings.

Retention: 1 year + current after establishment ceases to do business or license is transferred

4. Special Events Licenses

Application and supporting documentation for special events licenses.

Retention: 1 year + current after event

5. Temporary Alcohol Beverage Permits <Added 4/06>

Retention: 1 year + current after permit expiration

B. Animal Licenses

Records kept of licenses issued and proof of rabies vaccinations required for the keeping of domestic pet animals by residents.

Retention: 2 years + current after expiration

C. Bicycle Licenses

Records kept of ownership and identification information for bicycles.

Retention: 1 year + current

D. Business Licenses

Contain application, proof of payment, approval forms from regulatory departments and similar documentation of issuance and approval of business licenses of all types, including secondhand dealers, sexually oriented businesses, security guards, transient vendors, amusement devices and places of entertainment, taxi and limousine drivers, vendors and peddlers, etc. <Amended 3/07>

Retention: 1 year + current after expiration, revocation or denial

E. Contractor's Licenses/Registrations <Amended 1/03>

Licenses issued to contractors to authorize them to do business as builders, general contractors, or contractors for installation or work on specific types of systems. Note: Effective January 1, 2008, plumbing contractor registrations are issued by the State of Colorado pursuant to CRS 12-58-105. <Amended 3/09>

Retention: 6 years + current [CRS 13-80-104] <Amended 1/03>

F. License Certificates

Copies of annual license certificates issued by the municipality for the use or display of the licensee.

Retention: 1 year + current

G. Pawnbroker Records

1. License Background Files

Records relating to applications for licenses, record of payment of fees, background investigation material, etc.

Retention: 1 year + current after expiration, revocation, denial or termination of the pawnbroker's license

2. Pawn Records

Records received by the municipality from pawn shops to track the acquisition and sale of property pawned at the pawnshop.

Retention: 1 year + current after transaction

H. Sales Tax Licenses

See 5.340.I, Sales and Use Tax Records.

12.30 PERMIT RECORDS

Documentation issued by the municipality as evidence that the bearer is allowed to undertake some type of activity for which a permit is required.

A. Asbestos Removal Permits

Retention: 6 years + current

B. Building Permits

See 1.30, Building and Demolition Permits.

C. Burning Permits

Permits issued by the municipality to individuals, or to the municipality by other agencies, to allow open burning on specified days.

Retention: 1 year + current, unless connected with an investigation

D. Communication Tower Permits

Retention: 2 years + current after removal of tower

E. Concealed Weapons Permits [CRS 18-12-105.1]

1. Denied Permits

Retention: 1 year + current after final action

2. Issued Permits

Retention: 1 year + current after expiration

F. Confined Space Entry Permits <Added 4/06>

Issued by employer for employees to work in confined spaces.

Retention: 1 year + current

G. Demolition Permits

See 1.30, Building and Demolition Permits.

H. Encroachment Permits

Permits issued by the municipality to allow the permanent or long-term location of communication, utility or other installations under or over public rights-of-way or publicly owned property. See also 12.30.T, *Permits to Work in Public Way*.

Retention: Permanent

I. Excavation Permits

Retention: 2 years + current

J. Explosives Permits

Permits for the use and storage of explosives for construction and demolition projects, fireworks, theatrical pyrotechnics, etc.

Retention: 2 years + current

K. Facility Permits

Documentation issued by the municipality to allow access to and use of a municipal facility.

Retention: 1 year + current

L. Fence Permits

Retention: 2 years + current

M. Fire Alarm System Permits

Retention: 2 years + current

N. Fireworks Permits

See 12.30.J, *Explosives Permits*.

O. Gas Company Permits

See 12.30.H, *Encroachment Permits*.

P. Home Occupation Permits

Retention: 2 years + current after expiration

Q. Hot Work and Open Flame Work Permits <Added 4/06>

Issued by employer for employees to conduct hot and open flame work.

Retention: 1 year + current

R. Industrial Pretreatment Permits

See 10.300.G, *Industrial Pretreatment Permits*.

S. Parade Permits

Retention: 1 year + current

T. Permits to Work in Public Way

Permits issued for private use or construction on municipal right-of-way ("public way") such as streets, sidewalks or adjacent land for demolitions, excavations, street cuts, blasting, crane operations, barricade installations, concrete construction (curb, gutter sidewalks) or the moving of heavy equipment or houses. See also 12.30.H, *Encroachment Permits*.

Retention: 2 years + current after expiration, revocation or discontinuance of use

U. Sewer Tap Permits

See 10.290.K.2, *Sewer Tap Permits*.

V. Sign Permits

See 1.220, *Signs – Construction and Installation*.

W. Sludge Application Permits

See 10.300.L, *Sludge Application Records*.

X. Special Events and Use Permits

Retention: 1 year + current <Amended 4/06>

Y. Street Cut Permits

Retention: 1 year + current after expiration of warranty period

Z. Telephone Company Permits

See 12.30.H, *Encroachment Permits*.

AA. Tree Removal Permits

Retention: 1 year + current

BB. Underground Storage Tank Permits

Records that document installation, maintenance and removal of underground storage tanks for regulated substances such as gasoline and fuel oil. See also 11.70.D, *Storage Tanks – Regulated Substances*.

1. Denied Permits

Retention: 3 years + current after final action

2. Issued Permits

Retention: Permanent

CC. Use Permits

Permits issued by the municipality for various special or temporary uses.

Retention: 1 year + current <Amended 4/06>

DD. Water Tap Permits

See 10.290.K, *Tap and Connection Records*.

12.35 PERMITS ISSUED TO THE MUNICIPALITY *<Added 2/08>*

Permits and supporting documentation for permits issued to the municipality by other entities as evidence that the municipality is allowed to undertake some type of activity for which a permit is required.

A. Project-Related

See 7.280.A, Capital Projects.

B. Routine Licenses Not Related to Capital Projects

Retention: 1 year + current after expiration

12.40 REGISTERS – LICENSES AND PERMITS

Records, listings or logs of issuance of licenses or permits by the municipality.

Retention: Permanent

A. Contact Lists – Licensees

Retention: Until superseded

B. Listings of Current Licenses and Permits

Listings of active business licenses.

Retention: Until superseded